

Revision 0, 4/18/23
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1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of Team/Individual Assessment Services in support of Central Plateau Cleanup Company (CPCCo/Buyer) Mission Assurance & Optimization (MA&O) work scope. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work (SOW) will be performed in support of the CPCCo prime contract with DOE.

2.0 DESCRIPTION OF WORK – GENERAL

Contractor shall provide resources to be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables and in accordance with all provisions of this contract.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Contractor shall conduct various team and individual assessments within the MA&O organization as assigned by the Buyer. The assessments shall identify behavioral strengths and weakness using the Belbin Team Role Model® (or similar). Using this model, the Contractor's resources shall evaluate strengths and weaknesses of team members that will identify areas for team improvement resulting in improved CPCCo overall team performance.

3.1 Task Description

The Contractor shall provide successful completion of the following work activities:

- Provide the Buyer's Technical Representative (BTR) within seven (7) calendar days after award (prior to conducting the kick-off meeting within 30 days after award) the methodology and process before conducting team and individual assessments.
- Facilitate two (2) sessions with up to six (6) participants and provide all necessary testing materials.
- Compile the resulting information into a report. The report shall identify each team member and include an analysis of each team member's strengths and weaknesses in relation to their Team Profile. The report shall include recommendations for improving the overall performance of the team.
- Organize discussion session with team participants to communicate the report's results and recommendations for performance improvement.

3.2 Acceptance Criteria

Work products and services provided shall meet all applicable Buyer procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

3.3 Organizational Interfaces

The Contractor shall interface with the CPCCo Contract Specialist (or designee), the BTR, and other CPCCo staff as designated.

3.4 Buyer Furnished Materials and Equipment

Buyer will furnish a conference room for the Contractor's resources to perform team and individual review sessions.

3.5 Site Conditions and Known Hazards

The site conditions and/or known hazards are typical for general office work. No work will be performed in an industrial or radiological hazardous work location.

3.6 Site Coordination Requirements

Contractor site coordination and interface requirements include coordination with the BTR for facility access and temporary badging/escorting for review sessions.

4.0 TECHNICAL REQUIREMENTS

Contractor shall perform in accordance with the terms and conditions of this contract, Buyer's internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Work Location

- A. Meetings between the Contractor and CPCCo organizational interfaces can be conducted either in-person at the Buyer's facility located at 2620 Fermi Avenue, Richland, WA (Fermi Building) or remotely via TEAMS®.
- B. Assessments for individual team members may be performed by the Contractor remotely at the Contractor's facility via TEAMS® or via phone. If preferred by the Contractor, individual assessments may be conducted in-person at the Fermi Building.
- C. Team assessments shall be conducted by the Contractor in-person at the Fermi Building. The conference room will be reserved by CPCCo.
- D. Interpretation and presentation of group analysis and reporting shall be facilitated by the Contractor in-person at the Fermi Building in an Assessment Review meeting.

5.0 PERSONNEL REQUIREMENTS

The Contractor shall provide appropriately trained and qualified staff to perform the scope outlined in Section 3.1.

5.1 Training Requirements

There are no task-specific or unique training or qualifications required for this task.

5.2 Security and Badging Requirements

- A. General site access badging is required for onsite work at Buyer facilities. All badged individuals are subject to the requirements identified in *Special Provisions 5 – On Site Services* ([SP-5](#)).
- B. A minimum of two (2) working days' notice is required to obtain a site badge.
- C. Work does not require individuals to possess a security clearance.

5.3 Site Access and Work Hours

- A. Work on site shall be performed between the hours of 6:00 AM and 4:30 PM Monday through Thursday. No work occurs on the non-working Fridays.
- B. If schedule alternative is required, Buyer's Technical Representative (BTR) will communicate to Contractor's point of contact.

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist Buyer in complying with, Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives. Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA (reference www.biopreferred.gov). The ESH&Q requirements applicable to this scope of work are identified in the [General Provisions](#) and, when work is being conducted on site, the additional ESH&Q requirements in *Special Provisions – On Site Services* ([SP-5](#)) shall be followed.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- 1) Contractor's resources shall participate in a kick-off meeting either in-person at the Fermi Building or remotely via TEAMS® within 30 days after award between the Contractor and the Buyer's BTR and MA&O Manager. The purpose of the kick-off meeting will be to discuss which team members are to be assessed and the timing/schedule of assessments/reviews.
- 2) Contractor's resources shall participate in an Assessment Meeting either in-person at the Fermi Building or remotely via TEAMS® to familiarize participants with the methodology and process within 45 days of award.
- 3) Contractor's resources shall present their interpretation of group analysis and reporting in-person at the Fermi Building in an Assessment Review meeting within 90 days of award.

7.2 Submittals

None.

7.3 Requirements for Submittals and Documents

Generally, documents shall be provided with an electronic file submitted in the current site standards.

Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted.

Submittals shall be provided in electronic format unless available only as a hard copy.

Electronic formats must be non-password protected in one of the following formats:

- Microsoft® Office Compatible
- Portable Document Format (PDF)
- HyperText Markup Language (HTML)

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

- 1) Contractor's resource(s) shall perform the assessments and provide the individual and team Assessment Report as described in Section 3.1 within 60 days of award.
- 2) An Assessment Review meeting to present and discuss assessment results shall be conducted in-person within 90 days of award at the Fermi Building.

Deliverables include:

#	Description	Due Date
1	Assessment Meeting	Within 45days of award
2	Individual and Team Assessments	Within 60 days of award
3	Assessment Report	Within 60 days of award
4	Assessment Review	Within 90 days of award